

# **PUBLIC LIBRARY STAFF EDUCATION PROGRAM**

## **Guidelines and Application**

**2006/2007**

**Application Deadline: March 20, 2006**

**CALIFORNIA STATE LIBRARY**  
**PUBLIC LIBRARY STAFF EDUCATION PROGRAM**  
2006/07  
(*a.k.a. the Tuition Reimbursement Program*)<sup>1</sup>

## **PROGRAM BACKGROUND**

This program has been developed to address the formal library education needs of California public library staff seeking a Master's degree in library and information science. This program is intended to assist public library staff who are seeking or working on securing a library degree, by supplying grant funds to the applicant student's employing library for reimbursement of the student's course tuition costs. Eligible applicant libraries must apply for the grant funds on behalf of their staff who qualify for tuition reimbursement under this program.

## **PROGRAM GOAL**

The ultimate goal of this program is to increase the number of librarians in public libraries available to serve underserved and geographically isolated populations, and children and young adults.

## **LIBRARY ELIGIBILITY CRITERIA**

Because federal Library Services and Technology Grant Act funds are used to fund this program, grant awards can only be made to applicant libraries on behalf of their eligible students. The library is responsible for administration of funds to successful applicant staff according to the administration guidelines appearing elsewhere in this packet. Only California public libraries and county law libraries are eligible to receive funds under this program.

## **STUDENT/STAFF ELIGIBILITY CRITERIA**

- Applicants must be employed full or part-time in a California public library or county law library, with employment having begun at least one year prior to application, or receipt of any tuition reimbursement funds.
- Applicants must be pursuing their Master's degree at an ALA-accredited library school.

**(Note:** Applicants enrolled in non-California based distance education programs who are selected to receive tuition reimbursement will **only** receive reimbursement up to the equivalent cost of attending a California-based library education program.)

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<sup>1</sup>Note: This program is a tuition reimbursement program only. Other fees, such as technology course fees, student fees, books, etc., are not reimbursable under this program.

## **SELECTION CRITERIA**

For new applicants, awards will be made on a competitive basis. Individual applications will undergo a two-step review process by a committee comprised of representatives from California public libraries. All applications will first undergo a two-part review. A “blind review” will be done on the applicant’s essay/statement of commitment, experience, and training attended. Then a review of the applicant’s recommendation letters and workload to be undertaken and proximity toward completion will be done.

Applications from new applicants will be evaluated and scored as follows:

<u>First Review</u>	<u>Maximum Possible Score</u>
Essay/Statement of Commitment	30
Experience	
Work-related	10
Community/volunteer	10
Skills and abilities	10
Training/workshops attended	10
Subtotal	(70)
 <u>Second Review</u>	
Recommendation Letters	20
Estimated Date of Graduation and workload to be taken	10
Subtotal	(30)
 TOTAL	100

Applications from past recipients who are continuing their studies will be given priority consideration. These applications will be evaluated only on the essay segment, and updated letters of recommendation.

The amount of funding available to this program varies from year to year.

## **TIME TABLE**

March 20, 2006	Deadline for Receipt of Applications at the State Library
July 2006	Anticipated Notification to Library of Award or Non-Award
July 1, 2006	Grant year begins
June 30, 2007	End of grant award year

## **APPLICATION INSTRUCTIONS FOR LIBRARIES**

- Please distribute a copy of this complete packet to past recipients on your staff, and any new potential applicants.
- Complete and sign the Application for Grant Funds which appears on page 1 of this packet.
- Submit the following to the State Library:
  1. The original and 2 copies of the signed Application for Grant Funds (pg. 1).
  2. The original and requisite copies of the student/staff member's application packet  
*(New applicants have been instructed to provide you with the original and six copies of their application packet at least one month in advance of the deadline. Past recipients who are continuing their studies have been instructed to provide you with the original and 3 copies of their application packets.)*

These documents must be received no later than 4:00 p.m. on March 20, 2006 at:

California State Library  
Library Development Services Bureau  
Attn: PLSEP  
P. O. Box 942837  
Sacramento, CA 94237-0001  
(916) 653-5217

(900 N Street, 5<sup>th</sup> Floor)  
(Sacramento, CA 95814)

**Applications received beyond the deadline, but bearing a postmark date of March 20, 2006 are not acceptable. Facsimile submissions of applications are also not acceptable.**

## **LIBRARY ADMINISTRATION OF FUNDS**

Libraries that receive grant funds under this program are responsible for administering the tuition reimbursement to the staff member(s) designated in the award letter, providing the following conditions have been met:

1. The staff member(s) completed the course(s) within the grant year.
2. The staff member(s) provided the library with some form of printed verification of the course/tuition paid.
3. The staff member(s) received a minimum course grade (based upon an "A-F" grading scale), of "B-", or if applicable, a "Credit" for a credit/no credit course. "Incompletes" do not qualify for reimbursement.
4. The applicant has signed a statement of commitment, or has satisfactorily pledged his/her commitment to continue employment with the public library at which he/she is employed for at least one year, if an equivalent or higher position is available.

Because federal grant funds are being utilized for this program, all activity and course work for the award year must be completed no later than June 30<sup>th</sup> of the grant year.



## **REPORTING REQUIREMENTS**

Libraries receiving grants will be required to submit quarterly LSTA financial reports, and a final narrative report. These forms are accessible on our website at [www.library.ca.gov/html/grants.cfm#report](http://www.library.ca.gov/html/grants.cfm#report)

## **APPLICATION INSTRUCTIONS FOR STUDENTS**

If you have not yet done so, please read the preceding pages of this application packet, paying special attention to the eligibility requirements.

*For new applicants:*

Fill in the information requested on pages 2 - 8 of the application packet. **Do not** attach any additional information unless specifically requested.

Please complete and sign the following pages, and provide the original and six copies of your application form, and the original and six copies of your recommendation letter (to be inserted after page 4 in your application), to your library director for verification and submission to the State Library. Each copy must be either paper clipped or stapled. It is recommended the application packets be provided to your library director at least a month before the application deadline.

If you would like verification of receipt of your application at the State Library, please attach a self-addressed stamped postcard to the first page of your application form.

*For past recipients/continuing students:*

Sign, where indicated, and complete pages 2 – 5 of the application packet. (Be sure to include your essay.)

We are requiring that you submit 2-3 **updated** recommendation letters with your application packet.

NOTE: Failure to follow these instructions, or submission of an incomplete application will result in automatic disqualification of your application. No exceptions to this rule will be allowed.

## TUITION INFORMATION

At this time we do not yet know what the 2006/07 tuition rates will be. However, to give you an idea of the rates, below are the 2005/06 tuition rates for San Jose State University and the University of California at Los Angeles' Master's degree programs in library science.

### San Jose State University

Off Campus Courses:

\$645 per course

On Campus Courses:

For up to– 6.0 units/semester : \$900

For 6.1 or more units/semester: \$1551

### University of California, Los Angeles

\$6897/academic year

Other student fees and expenses, such as health fees, insurance fees, books etc., are not eligible for reimbursement under this program.

For more information on the Master of Library and Information Science program at San Jose State University, check out their website at <http://witloof.sjsu.edu>

For more information on the Master of Library and Information Science program at UCLA, check out their website at <http://www.gseis.ucla.edu>

For more information on Library and Information Studies programs across the nation, check out the information available on the American Library Association's website at

<http://www.ala.org/alaorg/oa/lisdir.html>